

INFORMATION/CHANGE REQUEST (I/CR)

SUPPLIERS: Refer to Form Instructions for completion and submittal instructions.

FOR SUPPLIER USE ONLY	1. Supplier:	2. Supplier Representative: E-mail:
	3. INEEL Purchase Order (PO)/Contract No.:	4. Date:
	5. Addressee (INEEL Procurement Agent): E-mail:	6. <input type="checkbox"/> Information Request (IR) <input type="checkbox"/> Change Request (CR)
	7. Requirement(s)/Subject (Reference Clause, Specification, Drawing, etc.)	
	8. Information Requested or Requested Change (Attach additional sheets as required)	
9. Reply/Approval Effects:		
Price: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> None Delivery: <input type="checkbox"/> Extension <input type="checkbox"/> Improvement <input type="checkbox"/> None		

FOR INEEL USE ONLY	I/CR No.:	Date Received:	Date Distributed:
	Reply (Attach additional sheets as required)		
	Procurement Change Notice (PCN) Required <input type="checkbox"/> Yes <input type="checkbox"/> No By: _____ Date: _____		

Technical Representative: Sign, date, and return completed I/CR to Procurement Agent in accordance with MCP -3515, Procurement Document Change Control

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Instructions

1. Enter Company Name as it appears on the INEEL Purchase Order or Contract.
2. Enter authorized Supplier representative employee name and valid EMAIL address.
3. Enter Date of Information/Change Request
4. Enter INEEL Purchase Order or Contract Number verbatim
5. Enter INEEL Procurement Agent name and valid EMAIL address.
6. Select and mark **ONE** box only. Combined requests for Information and Change are not permitted.
7. Enter specific Purchase Order or Contract requirement and/or subject matter. Provide specific reference (and attachments as necessary) to the applicable clause, specification, drawing, statement of work, etc...
8. Clearly and specifically identify Information or Change requested. Change Requests shall include clear and accurate justification and sufficient analysis to support the change. Identify price/delivery impacts, if any, and provide a clear documented basis.
9. Identify and mark any cost and/or schedule impacts associated with the request. Select 'None', if no price or delivery impact will result from approval of the request. Select 'None' for Information Requests.

Submit I/CR (E-mail preferred) to the Addressee identified in Box 5. Do NOT submit to any other INEEL location or individual.